



HQ UNITED STATES AIR FORCE ACADEMY

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Law

GIFTS TO THE DEPARTMENT OF THE AIR
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OPR: HQ USAFA/XPAG (Ms. Teri Glavan)

Certified by: HQ USAFA/XPAG
(Ms. Nancy Burns)

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This supplement establishes procedures for receiving, accepting, and processing gifts offered to the Air Force Academy, including gifts for distribution to individual members of the Air Force. For guidance on accepting or refusing gifts from foreign governments, reference AFI 51-901, *Gifts From Foreign Governments*. A "I" indicates revised material since the last edition.

1.6.2. (Added) The Superintendent (HQ USAFA/CC) delegates acceptance authority to the Vice Superintendent (HQ USAFA/CV); the Chief, Development and Alumni Programs Division (HQ USAFA/XPA); and Director, Academy Libraries (HQ USAFA/DFSEL), as specified below:

1.6.2.1. (Added) The Chief, HQ USAFA/XPA, may accept gifts of tangible or intangible personal property not to exceed \$5,000. HQ USAFA/CV may accept or reject gifts of tangible or intangible personal property not to exceed \$10,000. The Director, HQ USAFA/DFSEL, may receive gifts of money, books, and library materials not to exceed \$2,500.

1.6.2.2. (Added) A quarterly (March, June, September, December) report will be submitted by HQ USAFA/DFSEL to HQ USAFA/XPAG identifying all gifts accepted by the USAF Academy Library during the quarter. The Chief, HQ USAFA/XPA, will submit a consolidated quarterly report to HQ USAFA/CC identifying all gifts accepted by the USAF Academy during the quarter.

1.6.2.3. (Added) Any gift which memorializes an individual or group must be approved by the USAFA Memorial Board prior to official acceptance.

1.7.1. Refer queries from donors concerning procedures for offering a gift to the Academy to HQ USAFA/XPA. HQ USAFA/XPA will determine whether the gift has been offered unconditionally or conditionally.

1.9. Report any gift offered or received to HQ USAFA/XPA. HQ USAFA/XPA accepts custody of gifts to the USAF Academy. If the gift has been officially accepted prior to receipt, HQ USAFA/XPA deposits funds in Account 578928.0001. If a gift is received prior to official acceptance, HQ USAFA/XPA depos-

its in Suspense Account 57F3875 pending a determination of official acceptance. Deposit documentation is forwarded to HQ USAFA/FMQ.

1.9.1. If a gift is deposited in Suspense Account 57F3875, a SF 1081, Voucher and Schedule of Withdrawals and Credits, will be prepared by HQ USAFA/XPA and forwarded to HQ USAFA/FMFL upon official acceptance to withdraw the funds from Suspense Account 57F3875 and deposit in Account 578928.0001. HQ USAFA/FMFL will forward the SF 1081 to DFAS-DE to be processed. After funds are deposited into the gift fund receipt account, HQ USAFA/XPA will prepare a letter through HQ USAFA/FMA to DFAS-DE/ADR requesting budget allocation into fund code 75. DFAS-DE/ADR generates a funding document to HQ USAFA/FMA who processes the target to the appropriate program.

1.9.2. If a gift offer is rejected, HQ USAFA/XPA will forward a letter to HQ USAFA/FMFL requesting a check be sent back to the donor.

3.4. Prepare and coordinate with HQ USAFA/XPA an offer of gift certification (AFI 51-601, Attachment 2 or 3) and send it to the donor. If a check is already in hand from a donor, an offer of gift certification is not required; however, a memorandum stating the donor's name, address, and purpose of the gift must accompany the check submitted to HQ USAFA/XPAG. Upon return of a completed offer of gift or check with memorandum, HQ USAFA/XPAG:

3.4.1. (Added) Determines whether the gift is suitable for acceptance.

3.4.2. (Added) Prepares an AF Form 1768, **Staff Summary Sheet**, with a memorandum of acceptance and thanks (AFI 51-601, attachment 4 or 5) to the donor from the appropriate acceptance authority.

3.4.3. (Added) Coordinates the staff package, including the offer of gift certification and all related correspondence, through all affected agencies plus the Staff Judge Advocate (HQ USAFA/JA).

3.4.4. (Added) If the gift is intangible personal property, coordinates through Defense Accounting Office (DAO-DE/AF Academy/F). If the gift is a memorial, present it to the USAFA Memorial Board for approval prior to acceptance.

3.11.1. (Added) The Chairperson of the Cadet Awards Council establishes awards for a 5-year period, renewable for additional 5-year periods with the concurrence of both the donor and the USAF Academy. Donors may contribute sums sufficient to cover awards for a period of 1 year, 5 years, or in perpetuity. HQ USAFA/XPAC maintains proper accountability for all gifts accepted. Each award is officially designated by purpose and donor.

3.11.2. (Added) HQ USAFA/DFSEL processes gifts offered to the Academy Libraries as specified in paragraph 3.2, in the basic, and sends the donor a memorandum of acknowledgment at the time each gift is received. Books or other library-related material valued at less than \$50 and received by the library directly from a publisher for sample or review may be acknowledged by a card signed by the Director, HQ USAFA/DFSEL. HQ USAFA/DFSEL maintains accountability for all gifts received by the Library.

3.17. HQ USAFA/XPA maintains the permanent case file for each completed offer of gift (except gifts accepted by the Director, HQ USAFA/DFSEL) and ensures accountability of the gift. The Director, HQ USAFA/DFSEL, maintains the permanent case files for each completed offer of gift for books or other library-related materials.

3.17.4.2. Gifts of intangible personal property for which the donor specifies no single agency or purpose are deposited into the Academy Gift Fund through the DAO-DE/AF Academy/F.

3.20. HQ USAFA/DFSEL, with HQ USAFA/CC approval, may periodically sell books and library materials (unless specifically prohibited by the terms of the offer of gift certification) deemed excess to the needs of the Academy Libraries. The proceeds of these sales will be treated in the same manner as a gift of money and will be deposited in an appropriate gift fund account through DAO-DE/AF Academy/F.

5.2. Academy agencies travel throughout the country to represent the USAF Academy. Audiences and sponsors of these groups often present gifts to the group in appreciation for their performance or service. Such gifts are usually considered gifts to the Academy and must be reported to HQ USAFA/XPA by the person in charge immediately upon the group's return to the Academy.

HARRY F. DAVIS, Col, USAF
Director, Plans and Programs